Modifying a Completed STRIPES Account Request in MIS

Document Objective: This guide will instruct STRIPES end users on how to modify their existing, completed STRIPES user account request in MIS. An existing, completed STRIPES account request in MIS may need to be modified for a variety of reasons, including:

- Need to add a new route role or security group
- Need to remove an existing route role or security group
- Need to update FPDS-NG user ID
- Need to change HCA or child sites
- Upload a new electronic signature (for contracting officers only)

Document Audience: This document is targeted towards the end user, who will be submitting the modified STRIPES user account request in MIS. If the modified STRIPES account request in MIS is approved by the first-level approver, the STRIPES Help Desk will then process the account request and modify the end user's STRIPES user profile accordingly.

All requests to modify an existing STRIPES user profile _must_ come through MIS and must be initiated by the end user only. The STRIPES Help Desk cannot modify an existing STRIPES user profile without an account request submitted through MIS. Please do not contact the STRIPES Help Desk, first-level approver, SPOC, etc. with requests to modify a STRIPES account.

Instructions:

Step 1: Log in to MIS (http://mis.doe.gov)

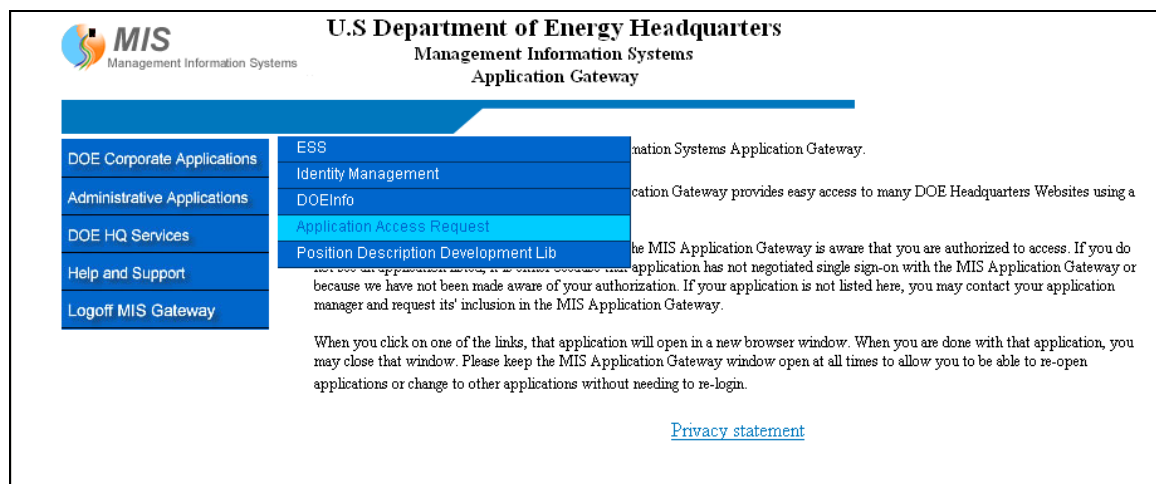Step 2: Select DOE Corporate Applications ➜ Application Access Request, as shown in Figure 1.

Figure 1

Step 3: After verifying your information, click the "Update/Continue" button, as shown in Figure 2.

Figure 2

Step 4: Click on the STRIPES link, as shown in Figure 3.

Figure 3

Step 5: Most, if not all, users will be modifying their privileges for the Production instance. Click on the "Replace" link for the Production instance, as shown in Figure 4. This link will allow the user to modify their original STRIPES account request in MIS.

Figure 4

Step 6: Make the changes needed on this form, as shown in Figure 5. The form will be pre-populated with the original STRIPES account request information previously submitted by the user in MIS.

At the bottom of this form, as shown in Figure 6, type into the comments field the reason(s) why these changes are needed.

Figure 5

Figure 6

Step 7: Click the Replace button at the bottom of the page, as shown in Figure 6. Make sure you have included your approving official and the reason changes are needed.

The following two paragraphs apply only to <u>contracting officers</u>. If the user selected the "Yes" radio button for Contracting Officer, he will be asked to upload an electronic signature, even if he previously uploaded an electronic signature. If an electronic signature was previously uploaded it is not necessary to upload a new electronic signature.

Uploading an electronic signature is <u>strongly recommended</u>, but optional. The electronic signature must be in one of four image file formats: *.tif, *.jpg, *.gif, or *.bmp. A *.tif file that is 0.25 inches (150 pixels) high by 2.25 inches (1350 pixels) wide and contains 600 dots per inch (1 dot = 1 pixel) is preferred. Further details are listed on the web page.

This paragraph applies to all end users. The modified STRIPES account request will go through the entire STRIPES account approval process. While the account request is being considered the end user will still have his original access rights to STRIPES. The end user will be contacted when the modified STRIPES account request has been processed. If approved by the first-level approver, the end user's STRIPES user profile will be updated accordingly by the STRIPES Help Desk.